SECRET

IDEAT-5705-66

MEMORANDUM FOR: Director of ELINT
Director of Foreign Missile and Space Analysis Center
Director of Research and Development
Director of Computer Services
Director of Special Activities
Director of Scientific Intelligence
Director of Special Projects

ATTENTION : Planning Officers

SUBJECT : Terminology to be Used in Program Call Preparation

1. In the planning meeting for the preparation of the FY-1969-73 Program Call, held on 16 December 1966, a need developed for standardization and definition of the terms used in the proposed structure format. The confusion centered around the relationship between an objective, a goal, and a project in outlining the plan for mission accomplishment.

2. We have contacted Planning, Programming and Budgeting to obtain their tacit approval of our use of these terms. Inasmuch as their terminology is somewhat ambiguous, they have no objection to our using the titles we have selected. We realize that the semantics of any term differ from person to person, but in this instance this is unimportant. For the purpose of the organizing of our Program Call effort, it is essential that we all have the same connotation of these terms and understand their interrelationship.

3. The terms, in descending order of magnitude, are Objective (IDEAT), Objective (Office), Goal, and Project.

   a. An objective is the intention to accomplish a major area of effort in order that the mission of the Directorate or Office be realized. It is a broad term embracing a field or area of endeavor stated or implied by the charter of the organization.

   b. A goal is a homogeneous sub-division of an objective. It is a grouping of actions that render the objective attainable. There may be one or several goals comprising an objective.

SECRET

SECRET

DDS&T-5705-66

SUBJECT: Terminology to be Used in Program Call Preparation

c. A project is an integrated time-phased task necessary to reach a defined goal. This is the action item that puts impetus to the entire system. There may be one or several projects comprising a goal.

4. We realize that differences in interpretation may arise with the introduction of these terms for use in the Program Call preparation. Obviously there is a direct relationship between the terms Objectives, Goals, and Projects, and the Categories, Sub-Categories, and Elements as used in PPB's programming documents. The difference lies in the fact that PPB's terms refer to the class of work that must be accomplished while objectives, goals, etc. are statements of intention of the manner in which we are going to do the job. Often there will be only a word or two difference in the comparable terms, but they will give the phrase a different sense of direction. Generally speaking the comparison of our terms and those employed by PPB is as follows:

PPB	DDS&T
Category	Objective (DDS&T)
Sub-Category	Objective (Office)
Element	Goal
Sub-Element	Project

25X1A

Comptroller
Directorate of
Science and Technology

Distribution:
    1 cy - ea Planning Officer
    1 cy - EO/DDS&T
    1 cy - Compt/DDS&T (Subj File)
    1 cy - P&P Br Chrono
25X1A   2 cys - DDS&T Registry

O/DDS&T/███y/mez/1844R (23Dec66)

- 2 -

SECRET